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Security Information

C O P Y

9 January 1953

MEMORANDUM FOR: CIA Career Service Board

FROM: Professional Selection Panel

SUBJECT: Procedure for Handling Cases Submitted to the Professional Selection Panel

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1. Pursuant to CIA [REDACTED] issued 8 December 1952, and as a result of advice and guidance from the Chairman of the CIA Career Service Board, the Panel, at its 12th meeting on 2 January 1953, adopted a procedure for handling and reporting action taken on cases referred to it.

2. An agenda, containing the identity of cases referred, is delivered by hand, on a numbered-copy, eyes-only basis, to each of the five members of the Panel and to each of its four advisors prior to the meeting of the Panel. Meetings are held each week. At the meeting these copies of the agenda, containing the identity of cases, are destroyed except for one copy which is retained in the files of the Executive Secretary of the CIA Career Service Board. A transcript of the Panel's discussion of each case is maintained in one copy only, on an eyes-only basis, in the files of the Executive Secretary of the CIA Career Service Board.

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3. [REDACTED] did not provide specific directive to the Panel for reporting its action. Inasmuch as the Assistant Director (Personnel) is the executive agent of the Director in appointment actions or in canceling employment processing, it is recommended that the Panel's procedure provide for direct report to the Assistant Director (Personnel) with an information copy to the CIA Career Service Board.

4. The approval of the CIA Career Service Board is requested.

FOR THE PROFESSIONAL SELECTION PANEL:

/s/ [REDACTED]

Chairman

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Approved

FOR THE CIA CAREER SERVICE BOARD

DOC	30	REV DATE	2 JUL 1951	BY	029 725
ORIG COMP		OPI	32	TYPE	01
ORIG CLASS	5	PAGES	1	REV CLASS	u
JUST	32	NEXT REV	2044	AUTH:	HR 10-2